



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

7/16/14

Sherri True
716 Roscoe
Muscatine IA 52776

Dear Sherri,

This letter is in regards to the 7/15/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Sherri needs to repair or replace particle board shelving under deck and roll/store her hose. Sherri needs to remove teeter-totter bar off of playset because it does not have any seats on it.

☐ 110.5(1) Is free from contamination by drainage or ponding of sewage, household waste, or storm water.

Sherri needs to empty/drain a cooler and tote with toys in it that has water within it.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Sherri needs to provide documentation of this.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Sherri needs to provide documentation of this.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Sherri needs to provide verification of a sign posted in her regular transport vehicle.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

Sherri needs an approval letter from the Central Child Care Registration Unit for Erendira.

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

Sherri needs an approval letter from the Central Child Care Registration Unit for Erendira.

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

Sherri needs to provide documentation of a current physical for Teresa and Kelly and proof of immunization status for Polio, MMR and dTap for Teresa, Kelly and Erendira.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Sherri needs to provide documentation of current course completion for Teresa.

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

Sherri needs an approval letter from the Central Child Care Registration Unit for Erendira.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

Sherri needs an approval letter from the Central Child Care Registration Unit for Erendira.

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

Sherri needs to provide documentation of a current physical for Teresa and Kelly and proof of immunization status for Polio, MMR and dTap for Teresa, Kelly and Erendira.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Sherri needs to provide documentation of current course completion for Teresa.

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Please refer to 100.5(1)h.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need update for M.C.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need update for M.C.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need update for M.C.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need updated physical for A.C., G.B., Z.T.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Need updated school-aged health status form for I.R.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need update for I.R., M.C., L.G.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need update for A.C. Need signature and date on form for B.M.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need for G.B., H.T., K.Y. Need update for I.R., M.C., L.G.

☐ 110.5(10) Substitutes

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

Sherri needs to provide documentation of her substitute usage.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 8/29/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **8/29/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling

Chad Reckling

Social Worker II

MACHELLE PEZLEY

Machelle Pezley
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).